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C-O-P-Y

OFFICE OF ELINT

PERSONNEL
19 March 1963

NOTICE
OEL 20-1

THE OEL/DDR CAREER SERVICE PANEL

REFERENCE: DD/R Directive 20-1

1. GENERAL

This Notice outlines the organization and general responsibilities of the OEL Career Service Panel of the DD/R Career Service Board.

2. POLICY

It is the policy of the Assistant Director, for ELINT, that each employee under OEL career cognizance shall receive consideration for advancement and career development.

3. ORGANIZATION

A. The OEL Career Service Panel will consist of the following members:

(1) Ex-Officio members (non-voting):

Assistant Director, for ELINT
Deputy Assistant Director, for ELINT

(2) Permanent members (voting):

Chief, Staff (Chairman)
Chief, Analysis Division
Chief, Research and Development Division
Chief, Operations Division

(3) Recording Secretary (non-voting)

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B. Meetings will be held once each month on a day to be determined by the Panel members. Special meetings may be called at the request of the Chairman. Three voting members will constitute a quorum. The Assistant Director will designate a Chairman during the regular Chairman's absence.

C. Responsibilities of members may not be delegated. If, however, a member cannot attend the meeting, the Chairman may invite the officer acting the member's normal duty capacity to attend.

D. All matters for consideration of the Panel normally will be submitted to the Chairman three days preceding the day on which the Panel meets.

E. Minutes will be kept of all meetings in such forms and for such circulation as the Chairman may prescribe. All panel discussions and actions will be confidential and will not in any circumstances be discussed with concerned personnel. A copy of the minutes of all Panel meetings will be furnished the Chairman, DD/R Career Service Board within five days following the meeting.

4. RESPONSIBILITIES

It will be the responsibility of the OEL Career Service Panel to advise the Assistant Director on all OEL personnel matters and to implement for the Assistant Director the functions outlined below in support of the DD/R Career Service Board.

5. FUNCTIONS

A. The OEL Career Service Panel, as an advisory group to the Assistant Director, is responsible for formulating and implementing personnel management programs for OEL in consonance with DD/R and Agency policies on career development, training, rotation, reassignment, separation and promotion.

B. All actions of the OEL Career Service Panel will be in a form of recommendations to the Assistant Director. Where recommendations are not unanimous, the dissenting member or members may submit an explanation of their position on the matter. In the event recommendations are required under circumstances in which meetings cannot be held, recommendations of the members may be obtained individually. Under such circumstances, recommendations concurred in by the majority of the members will be noted and recorded in the minutes of the next scheduled meeting.

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C. In coordination with the DD/R Career Service Board, the OEL Career Service Panel will conduct a competitive evaluation and rate all OEL personnel in grades GS-9 through GS-14 once each year in accordance with the OEL notice on the subject.

D. The OEL Career Service Panel will review and make recommendations to the Assistant Director for his approval and implementation all actions concerning personnel under its jurisdiction involving:

- (1) Promotions.
- (2) Additions of new members to the R/CS.
- (3) Reassignments.
- (4) Requests for internal and external training.
- (5) Candidates for OEL vacancies.
- (6) Such other functions as directed by the Assistant Director.

Actions within the purview of the DD/R Career Service Board will be forwarded by the AD/EL along with his recommendation.

E. Consideration of promotion actions will be scheduled at least semi-annually for each grade. Exceptions may be made when considered justified.

6. PROCEDURES

Detailed procedures on how to handle each type of OEL Career Panel action will be issued as appendices to this notice.

/s/ George C. Miller

GEORGE C. MILLER
Assistant Director for ELINT

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